

Attachment A – RFP 10600-17/DKK

Scope of Work

Firefighter Application & Testing Services

The City of Redmond is looking to contract with a company to provide access to pre-screened firefighter candidates for employment consideration for the 2018 and 2019 calendar years. The purpose of this request is to solicit proposals to help facilitate an effective recruitment and initial pre-employment testing process.

Requirements:

Consultant will provide recruitment services, a testing facility, test administration, a database of applicant scores, and consultation regarding scores.

Recruitment Services

- Consultant will provide a website for candidates to file applications and schedule test sessions.
- Consultant's recruitment services will include, but are not limited to, Internet advertising on job posting services and local in-person recruitment at job fairs and community colleges.
- Consultant will provide a list of in-person recruitment efforts conducted in 2017 and planned in-person recruitment activities in Washington State for 2018 and 2019.
- Consultant will itemize recruitment activities on all invoices.

Testing Facility

- Consultant will provide testing services at its facility for the purposes of pre-employment and physical abilities testing.
- Consultant agrees to maintain security of the testing environment in accordance with commercially reasonable test security practices.

Test Administration

- Consultant will provide tests for the sole purpose of testing candidates for specific job classifications, as denoted in the City's Collective Bargaining Agreement.
- Consultant, at its sole discretion, can make changes to the test materials but not without prior written notification to the City. If, after 30 days, the City has not acted to disapprove the proposed changes, then any proposed changes are deemed approved.
- All tests sessions shall be monitored for cheating, theft of materials, copying, and candidates or staff taking copies, photos, video, or other activities which could compromise security.
- No tests, answer keys, or examinees' answers shall be stored on any computer that is accessible by unauthorized persons.
- Consultant will maintain confidentiality of these materials to the full extent allowed by law.



Database of Applicant Scores

- Consultant will have full ownership of all applicant data collected and stored, including applicant information and test scores.
- Consultant will provide full access to online scores and application information for all candidates who have applied to the City of Redmond.

Consultation Regarding Scores

- Consultant will provide lists of candidates who have applied to City of Redmond.
- Consultant will provide the City with data for the purpose of making hiring decisions.
- All data provided to the City can be released as part of a Public Records Request, if deemed necessary by the City.

Pricing:

- Provide pricing for all services on an individual basis. If preferred, package pricing can also be offered.
- Provide itemized costs for the following:
 - Physical/medical exam
 - Psychological exam
 - Background check
 - Credit check
 - Reference checks

City of Redmond's Responsibilities:

- The City will provide a Project Administrator responsible for coordinating the work and providing necessary information and direction in order to ensure that the work performed meets the requirements of the agreement. The City's Project Administrator will also be responsible for reviewing, monitoring, and approving the quality and quantity of such work.
- The City will provide information regarding its organization and the NEOGOV application for use on the Consultant's website, as any applicant selecting City of Redmond must also fill out a City employment application.
- The City will grant the Consultant permission to use City of Redmond's name, logo, and other identifying information for the purpose of marketing the Consultant's services.
- The City will provide links on its websites to recruit candidates on the Consultant's website for test sign-up.
- The City will engage in reasonable recruitment and advertising measures to bring candidates to the Consultant's and to City of Redmond's websites for pre-employment purposes.
- The City will inform Consultant when hiring a candidate through the Consultant's service, at which point, Consultant will remove this candidate from consideration by other fire departments.

